

BUSINESS EDUCATION

PREPARING STUDENTS FOR THE WORLD OF BUSINESS

Our mission:

Business Education prepares students for employment and/or continuing education opportunities in business through technical instruction in the classroom, experiential education in the laboratory, student internships, and through leadership and personal development by participating in student leadership organizations.

CAREERS IN BUSINESS

Business management and administrative services is projected to be one of the fastest growing industries through the year 2008, with wage and salary jobs expecting to grow by 42% through 2010. As technology in business advances and the complexity of business increases, so does the need for savvy business professionals. Careers in business include, but are not limited to:

Accounting: Accountant, Bookkeeper, Auditor, Audit Clerk, Tax Examiner

Administrative: Executive Assistant, Secretary, Office Support Worker

Banking and Finance: Financial Manager/Analyst

Business Computer Technology: Database Administrator

Business Law: Legal Assistant, Paralegal

Business Management: Management Analyst, Human Resources Assistant

Desktop Publishing: Desktop Publisher, Web Page Designer

Word Processing: Word Processor, Office Clerk

Our vision is to see that every student receives the academic knowledge and technical skills needed to be successful in a business career. Business Education students will develop essential career preparation skills through technical and experiential education, as well as personal leadership opportunities.

AREAS OF STUDY:

Agriculture

Business

Economics, Entrepreneurship,
& Financial Literacy

Family & Consumer Sciences

Health Science & Technology

Information Technology

Marketing

Technology & Engineering

Trade & Technical



FOR MORE INFORMATION:

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STUDENT LEADERSHIP ORGANIZATION

Future Business Leaders of America (FBLA) is the student leadership organization for Business Education. FBLA provides students with opportunities for leadership, community involvement, business partnerships, and competition with other students in events ranging from Public Speaking to Job Interview to Parliamentary Procedures. There are two annual conferences—one focused on leadership for the school officers and one focused on competition for the members. The competition conference extends for three days and hosts over 1,200 students statewide. Winners from each of the forty events qualify to compete at the national level.

- Nationally there are over 215,000 members at the high school level.
- Utah has over 3,000 members.

www.fbla-pbl.org

NATIONAL RECOGNITION

In July 2003, twenty Utah students placed in the top ten in the nation for their extraordinary achievement in their FBLA events. In addition, three Utah high schools were named Gold Key Chapter Winners.

CAREER PREPARATION/ECONOMIC DEVELOPMENT

Each course in Business Education prepares students to advance toward higher education as well as acquire immediate job skills. Whether it's business Web page design or creating a magazine layout in desktop publishing, students learn how to become productive employees and gain the skills to increase their earning potential while still in high school.

Last year, 35,000 students graduated with measured competencies in management, word processing, spreadsheets, computer ethics, and presentations.

For example:

- **Accounting** – over 3,700 students tested
- **Web Page Design** – over 4,000 students tested
- **Information Processing** (showing competence in Word Processing, Spreadsheet, and Computer Literacy) – over 24,000 students tested
- **Word Processing** – over 9,500 students tested

In 2003-2004, 40,107 students attained a substantial or sufficient level on the Business Education competency skill certificate tests, of which 28,706 demonstrated substantial skill at 80% or above. Student performance must be demonstrated in class as part of the skill certificate process.

During 2003-2004, Business Education students earned over 25,000 concurrent enrollment credit hours.

SAMPLING OF COURSES OFFERED

Accounting	Business Web Page Design
Administrative Procedures	Computer Technology
Banking and Finance	Desktop Publishing
Business Communications	Keyboarding
Business Law	Spreadsheets & Databases
Business Management	Word Processing

STATE AND LOCAL PARTNERSHIPS

Certiport
Utah Association of Certified Public Accountants

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